

EMPLOYMENT OPPORTUNITY

1. RPA # 004--CTC
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Executive Secretary II	3. POSITION NUMBER 696-004-1245-002	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF California Transportation Commission (CTC)	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$3072 TO \$3734/ MO	
8. SEND APPLICATION TO: California Transportation Commission Attention: Tracy Fletcher-Bowman 1120 "N" Street, Rm. 2224 (MS-52) Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS -			
	11. PUBLIC PHONE NUMBER (916) 653-2064		14. FILE BY August 10, 2005 or until filled	
	12. CALNET NUMBER			

DUTIES

The incumbent provides staff assistance to the Executive Director and Chief Deputy Director; and occasional secretarial support to other staff and nine Commissioners. Typical duties and responsibilities include:

- Perform routine secretarial tasks including calendaring, receiving and screening telephone calls and visitors, and reviewing incoming and outgoing correspondence.
- Direct the office clerical support activities, coordinate work to assure timely preparation of assignments. Coordinate and supervise secretarial support requested by the Commissioners.
- Serve as liaison with various transportation agencies and coordinate arrangements for CTC events (meetings, tours, groundbreaking ceremonies, and legislative receptions).
- Coordinate arrangements for regular and special meetings of the CTC. Attend CTC meetings (held at various locations throughout the State), coordinate appearances by private citizens before the Commission when requested during the CTC meeting; and respond to requests from the Commissioners and Executive Director as they occur during the meeting.
- Direct travel arrangements for staff and Commissioners and preparation of the Commissioners' travel claims.

DESIRABLE QUALIFICATIONS

- Familiarity with personal computers, Microsoft Word, Excel, and Lotus Notes
- Ability to work well under pressure; handle changing and competing priorities and deadlines
- Interact well with high level officials.
- Work in a team environment
- Willingness to work occasional overtime
- Ability to travel occasionally (with other staff members)

How to Apply: Submit a State Application and resume to: Tracy Fletcher-Bowman, Administrative Officer; California Transportation Commission; 1120 N Street, MS-52; Sacramento, CA 95814

Final Filing Date: Applications from state employees who have list eligibility or are eligible for lateral transfer to the Executive Secretary II classification will **be accepted until August 10, 2005 or until position is filled.**